

## Sample 3 – Transition Directions

1. Create a list of students who are 16 years old and older on the date the list is created. Enter their school assignments. Assign the first student on the list the number one. Number the students on the list consecutively.
2. On the *Transition Recording Form*, enter the number of students 16 years and older in “Total Students.”
3. Take the total number of students 16 and older and use the *Table for Determining Sample Size* to determine the number of students to include in Sample 3. Using the “Population” column on the table, find the range within which the total number of students falls and the corresponding sample size. Record the sample size on the *Transition Recording Form*.
4. Generate a randomized sequence of numbers using the generator at Random.Org <http://www.random.org/sform.html>. When using the generator, enter 1 for “smallest value” and the total number of students for the “largest value.” Click “generate sequence” to produce a random sequence of numbers. Print the pages generated as they appear, including the URL and the date.
5. Start at the top of the list of randomized numbers. Select the student assigned the number appearing at the top of the list. Select the student assigned the next number appearing on the randomized list. Continue until you have selected the required number of students. Enter each student’s name on the *Transition Recording Form*.
6. Maintain the student list, the *Transition Recording Form*, and sequence of randomized numbers.

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